

CITY COUNCIL WORKING MEETING

MAY 8, 2023  
203 Broadway Ave N

PRESENT:

Pam McClain	Mayor	Autumn Jones	Treasurer
Michael Higbee	Council President	Jason Scott	Public Works Director
Amanda Hawkins	Council Member	Jeremy Engbaum	Police Chief
Marla Sisson	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk	Concerned Citizens	

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

CONSENT AGENDA:

1. Minutes of April 24, 2023 – Regular Meeting
2. Monthly Claims for Payment
3. Clerk Report
4. Treasurer Report

Marla Sisson moved to approve the consent agenda. Michael Higbee seconded the motion. There was no discussion. There was a roll call vote on the motion. Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

MONTHLY ENGINEER REPORT

Scott stated he continued to monitor the Wilbur-Ellis site and project. He noted the impressiveness of the construction project. He continues to work on the water and sewer project. Harvest Hills Subdivision is laying asphalt. On Peck Ave they are installing a sewer line, he noted they contractor has not brought in the right equipment to date to deal with the rock. They are bringing new equipment in this week. Scott added the contractor has cut through the internet line three times during this project. Scott concluded by informing Council he continues to monitor the DEQ regulations, but recent action by Governor Little have change the process. He noted there will be a forum in June to discuss these actions further. Michael questioned if the DEQ is a state agency and Scott confirmed it was. Pam noted the new structure at Wilbur-Ellis can be seen from across the canyon.

## UNFINISHED BUSINESS

Discussion of Account Services: Amanda stated she had requested this item be on the agenda for clarification from the discussion at the last meeting. Autumn stated the city had been contacted by a local institution for banking services. Request letters had been sent to the other two institutions in town. The administration would receive the proposals and bring their recommendation to Council for the appropriate ordinance.

Pool Operations Discussion Update: Teresa updated Council that she had 28 applications, 22 of them were pretested and 14 passed the pretest. She noted the training started the following day and the last session ends June 3<sup>rd</sup>. She is hoping to have a tentative opening day on June 6<sup>th</sup>. There was not action needed for this item.

## NEW BUSINESS:

Review and Consideration of Mr. William “Bill” Pryor Day Proclamation: Michael move to approve the Joint Proclamation with Twin Falls County for William “Bill” Pryor Day. Amanda seconded the motion. There was no discussion. There was a roll call vote on the motion. Amanda voted yes, Michael voted yes, and Marla voted yes. The motion passed.

Michael moved to amend the agenda to add the section & Plan Review to agenda item number 9 of the Contract with Idaho Division of Occupational and Profession Licenses for Building Inspections and it was an oversight when the agenda was posted. Marla seconded the motion. There was no discussion. There was a roll call vote on the motion. Michael voted yes, Amanda voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Sagebrush Days Beer Garden in Eastman Park: Mayor McClain reminded Rich of her request to have his information to Karen the week before the meeting for her to include it in the emailed Council packets. Rich summarized the events for the 4<sup>th</sup> of July weekend. He noted his request would have the beer garden the same as the previous four or five years. Marla moved to approve the beer garden in Eastman Park. Amanda seconded the motion. There was discussion about the process of checking ID's and Rich noted they card everyone and provide wrist bands, he added everyone must have their driver's license on them. He will have two tables which will provide plenty of space to check IDs at one and serve at the other. Rich added vendors would only be in the park on Tuesday the 4<sup>th</sup>, but the Mountain men might be there all weekend. Some vendors might setup Monday evening but they have been told there is no security. There was no further discussion. There was a roll call vote on the motion. Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

Review and Consideration of Library Board Member: Meagan Hanson, Buhl Library Director, presented the recommendation from the library board to appoint Mary Briles as the new member of the board. Michael moved to approve Mary Briles to the library board. Marla seconded the

motion. Marla noted she was happy to have a full board. There was no further discussion. There was a roll call vote on the motion. Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

Review and Consideration of Airport Beacon Light Grant Application: Kent Atkin with JUB Engineers presented information for a new beacon light grant application. He noted it is a federal grant with local match but it is a good possibility the state would fulfill that portion 100%. Karen noted if this grant was awarded a budget amendment would be required to spend and complete the project. She also noted there is a possibility of a second grant for approximately \$2 Million for the construction of the runway. Michael moved to move forward with the grant application. Marla seconded the motion. There was a roll call vote on the motion. Amanda voted yes, Michael voted yes, and Marla voted yes. The motion passed.

Review and Consideration of City Surplus Policy: Marla moved to approve the surplus policy as presented. Amanda seconded the motion. There was no discussion. There was a roll call vote on the motion. Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

Review and Consideration of Police Dept., Fire Dept., Administration and Library Surplus Resolution: Michael moved to adopt Resolution No. 436 to surplus items in the police, fire, administration, and library departments. Amanda seconded the motion. There was no discussion. There was a roll call vote on the motion. Amanda voted yes, Michael voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Agreement to sell Fire Dept hoses to Malta Fire Department: Amanda moved to sell to Malta Fire Department six 1-inch single jacketed fire hoses. Marla seconded the motion. It was noted it is nice to be able to help a smaller department. There was no further discussion. There was a roll call vote on the motion. Michael voted yes, Amanda voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Updated Chamber Lease: Michael moved to approve the updated lease agreement with the Chamber of Commerce. Marla seconded the motion. Andrew Wright summarized the changes that had been made to the lease. There was no further discussion. There was a roll call vote on the motion. Amanda voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of Contract with Idaho Division of Occupational and Professional Licenses for Building Inspections and Plan Review: Karen requested this agenda item be bumped to the May 22<sup>nd</sup> meeting. She noted the draft contract had just been received that very afternoon and there were some areas that needed to be discussed with the division before she felt comfortable recommending this contract. No action was taken.

Discussion of handling of complaints: Amanda wanted to touch base on this item as it had been discussed at the last meeting. She just wanted to clarify to course of action for complaints. Chief Engbaum noted there are some areas in the code that require the complainant to sign the ticket, such as disturbing the peace. Karen noted the best practice for her is to receive and email that way it can be searched in the future for reference and there is a paper trail.

Review and Consideration of Library Fund Policy: Autumn explained there is currently \$56,685 set aside in the library fund policy. This is about 2.28 months of expenses. Autumn recommended to continue to save the \$56,685. She referenced the memo sent in the Council packets and reviewed the fund balance at the end of 2022 with this savings and the expenditure for the current budget renovations that will leave \$16,347 in the fund for the board to consider for future needs for the future budget years. Michael moved to continue to save the \$56,685 in the library fund balance. Marla seconded the motion. There was no discussion. There was a roll call vote on the motion. Amanda voted yes, Michael voted yes, and Marla voted yes. The motion passed.

Presentation of 10-Year General Fund Departments, Library, Streets and Utility Departments Strategic Plans:

Administration: Karen reviewed the 10-year plan for the administration. She would like to look at cabinets to secure records and modular tables for the meeting room. She would also like to continue to save for the HVAC and water heater replacement. Beyond next year there is some additional sidewalk repairs that will be needed.

Code: Jason noted that in 2024/2025 he would like to look at an additional employee.

Police: Chief Engbaum noted an option for a new building and remodel and ongoing building maintenance had been included. He also will be needing new computers and in 2026/2027 an additional officer is listed. Marla questioned if the new officers were SRO positions. Chief Engbaum noted he had not included an SRO position as he hoped the school district would help cover the costs as they have a security grant. Amanda asked of the training room was done. Chief Engbaum noted it was and they have held two training sessions there already.

Parks & Rec: Jason noted he is looking at new mowers as two of them are 10 years old. Pam noted she is speaking at WEMA in July.

Autumn explained the full summary sheets of the general fund and noted it is not a complete picture as revenue projections are not all in from the AIC budgeting manual.

Streets: Jason noted he had included replacement of the backhoe but the cost does not include any trade in value. He also noted the replacement of the loader but with the work being done would probably need to keep the old one. It was discussed there is still a position open but the individual with the concrete experience has not applied yet.

Library: Meagan explained the repairs needed to the front brick work and the gutter upkeep needed. She noted the Library Foundation investments are currently down so they are asking to spend the contribution last in the current years renovation and if the money is not needed then they ask to not spend it. Meagan would also like to look at a picnic table for out front, new stable lounge furniture, computer servers and conference tables and chairs. Mayor McClain recommended the foundation look into the First Federal Grants.

#### Utility Capital:

Water: Jason explained the need to replace the chlorine generator at the treatment plant. The mini excavator is starting to have issues, he noted they would keep the attachments but look a trading in on a new one.

Sanitation: Jason had included new garbage cans as some cans have reached their lifespan. He is also looking in 2026/2027 at a new truck. The new truck that has been saved for in hopefully coming in September.

Wastewater: Jason has included equipment replacement for multiple years because items are wearing out and prices have increased substantially.

#### Utility O&M:

Jason noted he had nothing here to add this year. Autumn explained there is a substantial fund balance that she suggested looking at using for some of the equipment replacement items. Michael noted there are fund balances because employees can't be hired.

#### Utility Bonds:

Autumn noted we still have the water and sewer bonds. It was noted the payoff for those is 2038. Autumn noted she reviewed the reserves every month to confirm revenues will cover payments.

As a side note Jason stated Idaho Power is increasing large power 18%. Michael, add they had also increased wages the last year 17%.

A recess was called from 8:00 PM to 8:05 PM.

Review and Consideration of Contract with Buhl Rural Fire Protection District: Andrew Wright commented about keeping the ownership of the equipment with the city. He also questioned on the term section if notice of 180 days was enough time to setup a department if the agreement did not work out, he added possibly if the city kept a hold on to the equipment. He recommended looking at one year notice to terminate. If all the equipment is transferred it leave the city in a vulnerable situation. Mayor McClain instructed Andrew to make those changes in anticipation for the special meeting on May 22<sup>nd</sup>.

COUNCIL COMMENTS: Marla noted she had lost her budget schedule

CITIZEN COMMENTS: There was none.

A two-minute recess was taken.

EXECUTIVE SESSION: Michael moved to enter executive session with provisions of Idaho Code 74-206, subsection 1.c to acquire an interest in real property which is not owned by a public agency. He requested a roll call vote. Marla seconded the motion. Marla voted yes, Michael voted yes, and Amanda voted yes. Those that remained for executive session were Marla Sisson, Michael Higbee, Pam McClain, Amanda Hawkins, Andrew Wright, Jeremy Engbaum, Karen Drown and Autumn Jones. Executive session was entered at 8:37 PM.

Michael moved to adjourn Executive Session. Marla seconded the motion. There was a roll call vote. Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed. Executive Session adjourned at 8:46 PM.

Consideration of Executive Session Discussion: Michael moved to move forward with the discussion on said property. Marla seconded the motion. There was no discussion. There was a roll call vote on the motion. Amanda voted yes, Michael voted yes and Marla voted. The motion passed.

EXECUTIVE SESSION: Michael moved to enter executive session with provisions of Idaho Code 74-206, subsection 1.j to consider labor contract matters authorized under section 74-206A (1)(a) and (b), Idaho Code. He requested a roll call vote. Marla seconded the motion. Marla voted yes, Michael voted yes, and Amanda voted yes. Those that remained for executive session were Marla Sisson, Michael Higbee, Pam McClain, Amanda Hawkins, Andrew Wright, Andrew Stevens, Karen Drown and Autumn Jones. Executive session was entered at 8:48 PM.

Michael moved to adjourn Executive Session. Marla seconded the motion. There was a roll call vote. Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed. Executive Session adjourned at 9:35 PM.

Consideration of Executive Session Discussion: There was no action taken on the agenda item.

MEETING ADJOURNED – Michael Higbee moved that the meeting be adjourned; Marla Sisson seconded the motion. All voted yes. The meeting was adjourned at 9:36 PM.

Minutes prepared by Karen Drown, City Clerk